

EXHIBIT A

See below directions

From: Ayotte, Darren J (DOCCS) <Darren.Ayotte@doccs.ny.gov>
Sent: Tuesday, February 18, 2025 9:10 AM
To: Doccs.dl.Superintendents <Doccs.dl.Superintendents@doccs.ny.gov>
Subject: FMLA Questions

Superintendent's.

Staff who are calling in FMLA should be ordered in just like everyone else. If they refuse the order to report for duty, they should be made AWOL as well for participating in the job action. As instructed yesterday on the call with the Commissioner, the AWOL's should be entered into PAYSERV real time.

Darren Ayotte

Deputy Commissioner for Administrative Services

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